

Scanning Tips

- Use 200 dpi for scanning most documents.
- Set image type to Black and White, or Faxing, Filing and Copying, or comparable setting.
- Use black ink if possible. Blue ink and pencil do not scan well. If necessary, make a copy of the document before scanning it, and darken with the copy machine settings.
- For large documents, where only the last page has a signature, consider converting the document to pdf in your word processor and only scanning the signature page. Use Adobe Acrobat Writer (or comparable) to combine the two pdf files.
- Check the size of a scanned document before uploading it to CM/ECF. The size limit is 2MB per document. To check the file size, locate the file in Windows Explorer, right click on the file and choose Properties.
- Estimated number of pages in a 2 MB scanned document
 - Plain text, correspondence, pleadings, etc. 30-40 pages
 - Tables, charts, extensive graphics 10-15 pages
 - Condensed transcripts 10-12 pages
- Estimated number of pages in a 2 MB document
converted from Word or WordPerfect 350 pages
- If a scanned document is larger than 2MB, use Adobe Acrobat Writer to extract pages from the document to a separate file. Or use pdfFactory, cutePDF, etc. to print the pages to two separate files. This prevents re-scanning the document.